



my **SHEPHERD**

BASIC USER GUIDE

Welcome to myShepherd

myShepherd is a private, online community for Shepherd of the Valley members and attendees. Its purpose is to better connect you to the ministries of Shepherd of the Valley and other members of myShepherd.

You can use myShepherd to,

- Update your contact information and view a directory.
- Join and communicate with your groups, including small groups, serving groups, and children's and student groups.
- Register for events.
- View your giving statements and give online.

Accessing myShepherd

If this is your first time visiting myShepherd, go to sov.church/about/myShepherd and follow the instructions to sign up. After completing the sign up steps, you will receive an email containing your login information.

Families with shared email addresses: Activation links for all family members will be included in the login email sent after the first family member completes the sign up process. When any family member clicks their activation link in this email, myShepherd will present the following error: **Another profile is associated with this email address. We have sent you an email to reset your current password or create a new login.** A second email with the subject **New Login** will be sent and include new activation links for each family member. Family members may click the appropriate link in this second email to activate their profile. Each family member will need to customize their username, changing it from the shared email address to a new memorable username, then enter and confirm a password to complete the process.

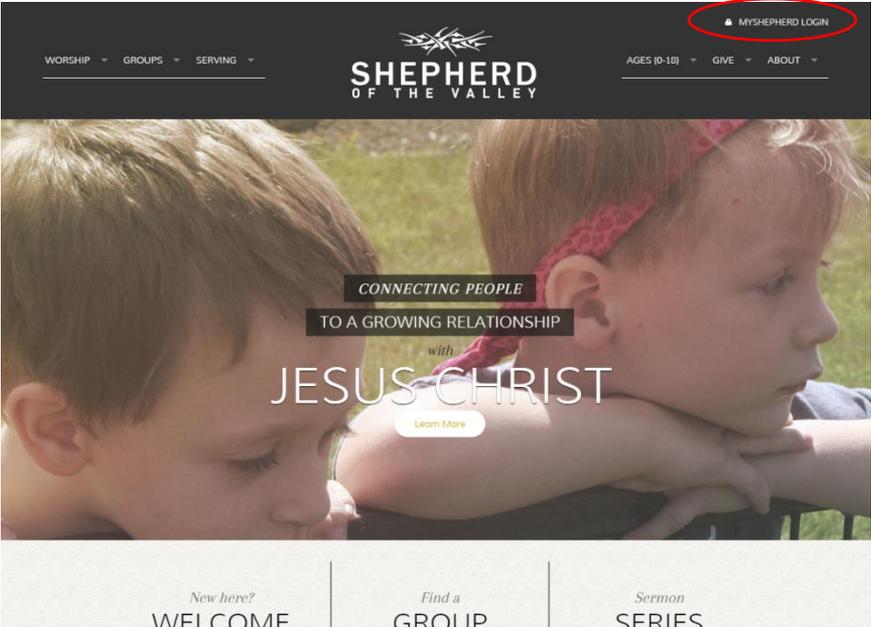


The screenshot shows the top navigation bar of the myShepherd website. On the left, there are links for [WORSHIP](#), [GROUPS](#), and [SERVING](#). In the center is the logo for **SHEPHERD OF THE VALLEY**. On the right, there is a [MYSHEPHERD LOGIN](#) button, and below it, links for [AGES \(0-18\)](#), [GIVE](#), and [ABOUT](#).

The main content area features a large green square icon with a white cross-like symbol, followed by the text **mySHEPHERD** in a large, green, serif font. Below this, there is a white box with the text **MYSHEPHERD** in green. Underneath, there are four navigation buttons: [MISSION & BELIEFS](#), [STAFF DIRECTORY](#), [mySHEPHERD](#), and [CALENDAR](#).

At the bottom, there is a paragraph of text: "myShepherd is a private, online community for Shepherd of the Valley. Its purpose is to better connect you to the ministries of Shepherd of the Valley and other members of myShepherd." Below this, it says "You can use myShepherd to," followed by a bullet point: "• Update your contact information and view a directory".

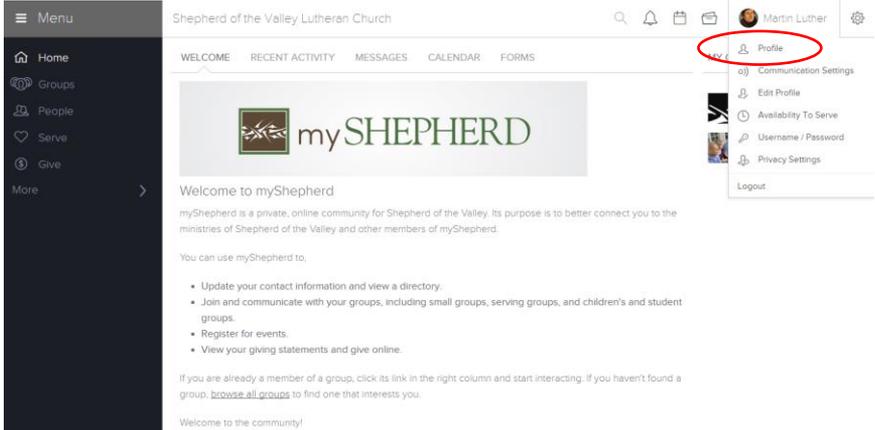
If you have a username and password, go to **sov.church** and click **myShepherd Login** link in the upper-right corner to sign in to myShepherd.



Your Profile

Step 1 | View Your Profile

Click your name at the top-right corner of the page. Click **Profile** from the drop-down menu to view your profile.



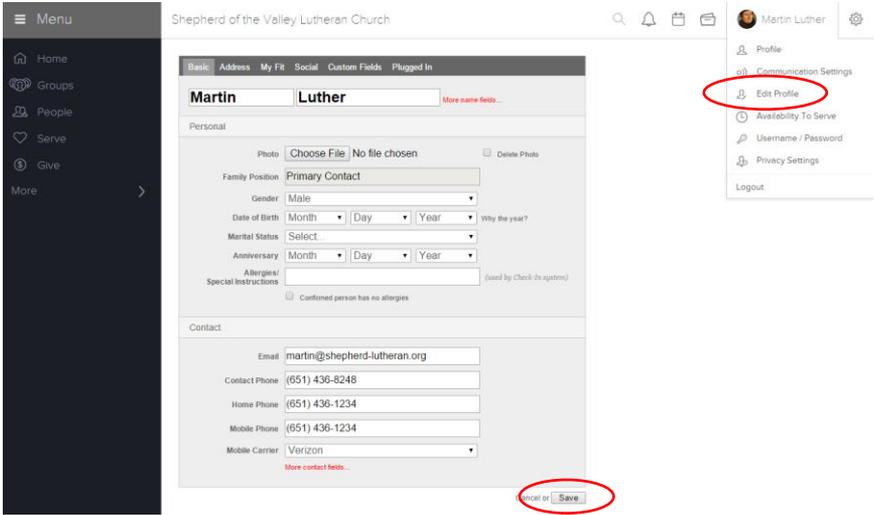
The screenshot shows the mySHEPHERD website interface. At the top right, the user's name "Martin Luther" is displayed next to a profile picture icon. A dropdown menu is open, with the "Profile" option highlighted by a red circle. Other options in the menu include "Communication Settings", "Edit Profile", "Availability To Serve", "Username / Password", "Privacy Settings", and "Logout".

The main content area of the page features the mySHEPHERD logo and a "Welcome to myShepherd" message. Below the logo, there is a navigation bar with links for "WELCOME", "RECENT ACTIVITY", "MESSAGES", "CALENDAR", and "FORMS". The main text explains that myShepherd is a private, online community for Shepherd of the Valley, designed to connect members to church ministries. It lists several actions users can take, such as updating contact information, joining groups, registering for events, and giving online. A link to "browse all groups" is provided for users who haven't found a group of interest. The page concludes with a "Welcome to the community!" message.

Step 2 | Edit Your Profile

Click your name then click **Edit Profile** to make changes to your profile.

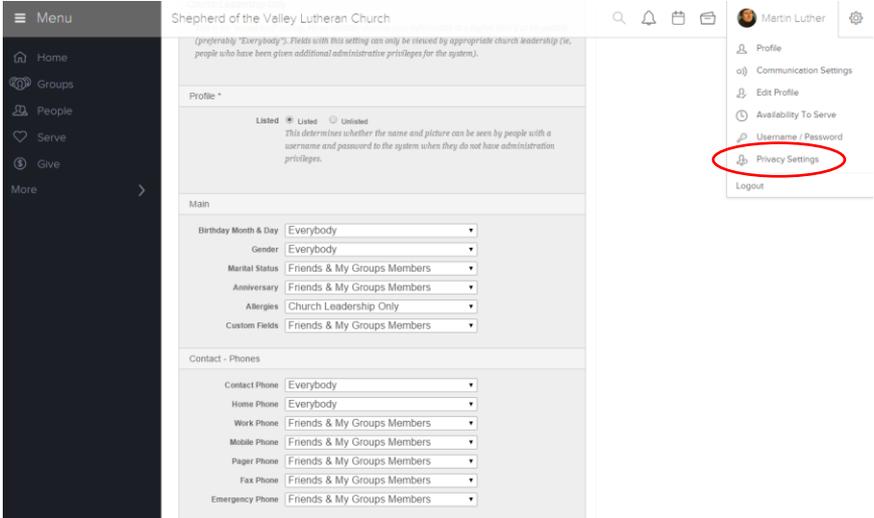
Update your contact information, upload a photo, and enter any additional information requested under each tab (Basic, Address, My Fit, Social, Plugged In). After updating information, click **Save**.



Step 3 | Edit Your Privacy Settings

Click your name then click **Privacy Settings** to control your privacy.

You choose how much information you share with other members of myShepherd. To make myShepherd as vibrant and helpful as possible, consider sharing most items with "Everybody." Make your privacy selections in the dropdown boxes and click **Save** at the bottom of the page.



Step 4 | Select Your Communications Settings

Click your name then click **Communication Settings** to control your myShepherd communication.

You choose how members of your groups can communicate with you. You can select different settings for each group you are involved in.

To have the option of receiving text messages from myShepherd, enter your mobile number in the box and select your mobile carrier.

Click **Save** at the bottom of the page.

Shepherd of the Valley Lutheran Church

Martin Luther

Profile

Communication Settings

Edit Profile

Availability To Serve

Username / Password

Privacy Settings

Logout

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send a text mess from group
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your group activities (events, comments, needs, positions and files) for the week.	Even with a mobile number, text will only be carrier is at Mobile Car: Verizon Mobile Phone: (651) 436-1234 Standard text messaging rates from your carrier may apply.
Groups I am in	Recommended	Optional	Recommended	Recommended
Entire Church Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Group: Doe & Smith Mixed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Viewing Other Profiles

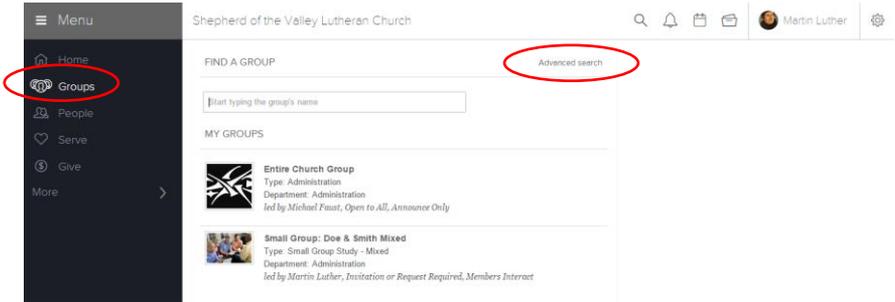
Click **People** at the left of the page to view a profile for another person. Begin typing a name in the search box. Click the name of a person to access their profile.



You will be able to see the information the individual has chosen to share with the members of myShepherd. Anything not shared will be blank or show the message ‘not enough privileges to view.’

Groups

Click **Groups** to see a list of groups you currently belong to including small groups, mission and serving teams, and children's and student ministry groups.



If you know the name of a group you are interested in, type the group name in the search box and click on it when the name appears. To find other groups, click **Advanced Search** and enter your search criteria in the window. Click the name of a group to see details about that group. Click **Join** or **Request to Join** to request membership in the group.



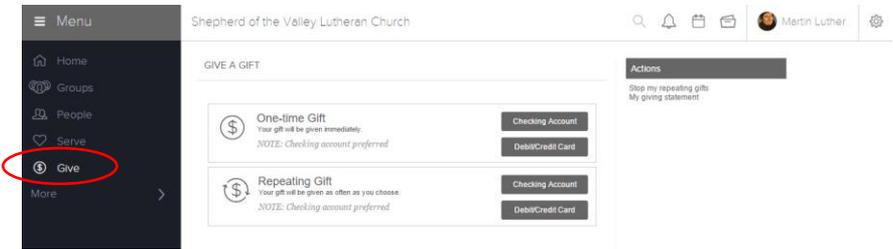
Once you are a member of a group, you may have additional privileges such as viewing other participants' information, sending a group message, commenting on messages, and uploading files.

Giving

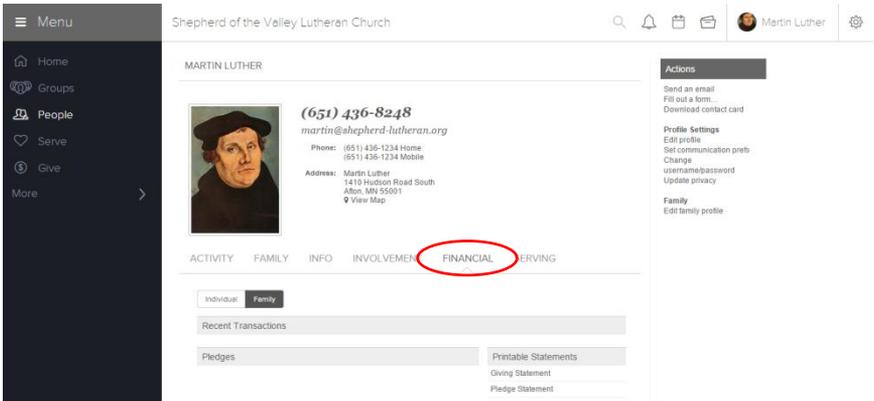
Click **Give** to make a one-time or repeating gift to Shepherd of the Valley by checking account or bank/credit card.

Click the link for your desired giving option and complete the form.

***NOTE:** Giving through myShepherd does not cancel existing Simply Giving automatic giving plans. To convert an existing Simply Giving plan to myShepherd, contact the church office.*



To view your giving history, go to your profile and click the **Financial** tab. Click the **Family** button to view all gifts accredited to members of your family. Your giving information is private and may only be accessed by you and appropriate Shepherd of the Valley staff.





SHEPHERD
OF THE VALLEY

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